

David L. Urquidez

A&I-HRD Administrator

Phone: 307-777-6722

Email:

david.urquidez@wyo.gov

A&I HRD BULLETIN

June 2015

Question from an agency

When a past employee is rehired by a different agency, is the prior employing agency required to provide the employee's personnel file to the newly hiring agency?

Yes, the prior employing agency needs to provide the new agency with the employee's personnel file in accordance with Chapter 1, Section 11 (d).

This is a recent change to the State Personnel Rules



Personnel Rule Interpretations

The Personnel Rule Interpretation on Chapter 1, Section 11 Personnel Records (d) is located on the HRD website http://www.wyoming.gov/loc/06012011_1/employees/Pages/PersonnelRules.aspx.

In the future all personnel rule interpretations will be posted on this location for easy reference to all agencies and employees.

All Agency HR

All supervisors conducting evaluations during the Evaluation Phase must complete the PMI Supervisor Training by June 30, 2015. If after this date training is not successfully completed, all direct reports will be reassigned to the second level supervisor and all evaluation forms. Supervisors who have not completed the PMI Supervisor Training in Moodle will be required to do so in order to evaluate during the Evaluation Phase. The class can be found at <http://wyotraining.wyo.gov/login/index.php>.

Farewell To Karalee Smith

She has left the Human Resources Division for a new position in Fort Collins. We wish her well. Her last day in the office was May 29th.

Should you have any question about projects Karalee was working on please call Erin Williams 777-6769

Mark Your Calendar/Training

The HR division is working with Mike Bleakley at Retirement, Liz Gagen at the Attorney General's Office and Chris Bosselman at the Department of Health to develop a training schedule for the rest of the year.

The Retirement System will be providing an update on a variety of their programs. The Attorney General's Office will be presenting FMLA. A training session on the new grievance and appeals chapter of the Personnel Rules is planned after they are finalized. We are working with the Department of Health on a new and exciting program for workplace safety. More information will be coming soon.

Please Note: The next meeting of the State Employees Compensation Commission is scheduled for Wednesday, November 18th, 2015. The location will be the Elk Room at the Game & Fish building.

Thank you Toby Grapes for making the room arrangements. The State Employee Compensation Commission was created to review issues related to employee compensation. This is including but not limited to: decisions relevant to market-based compensation; proper recognition and appreciation of employees; review of personnel rules and regulation; and proper manager to employee ratios.

PMI News & Update

We had a great success with the 2014-2015 Mid-Year process. We had 29 agencies finish 100% before the deadline and only 5 individuals did not get their PMI completed.

Individuals put on protected leave during the Mid-Year process through inactivation spreadsheets need to have their forms completed upon return to the agency. Please contact ai-hrd-pa@wyo.gov to obtain the manual instructions for handling individuals returning from protected leave.

June payroll will open the Evaluation Phase of PMI. Please have all updates and changes in payroll prior to payroll closing in June. Changes effective on or after

July 1 do not come into the Evaluation Phase. Evaluation phase opens August 1, 2015 and closes September 30th, 2015. It is important to encourage proactive completion to avoid obstacles such as emergency leave situation like bereavement. As a reminder incomplete forms should render an "unsatisfactory" score for supervisors per the personnel rules. It will be important to remind your staff that supervisors evaluation should not be completed until they are done evaluating their staff.

Finally, all supervisors must complete the training by June 30th, 2015. Please beware supervisors may continue to

show up on the list if they are not using the Google button to sign into the training course. Make sure to provide the instructions and encourage them to note the Google button for signing into the course. Changes of names due to marriage and using a different last name in an email due to marriage or an external email will cause supervisors to not get credit as it is difficult to know that "Jane Doe" with the email sallysue492@gmail.com may be the Jane Doe in your agency as few complete their profiles. Reach out to those supervisors who are on the list and make sure they did use the Google button or inquire as to the email they used in order to assure they get credit.

Retirement

Yes!! It's true.

**This cowboy is retiring after
25 years of civil service with the
State of Wyoming.**

First, I should mention that I am terrible at goodbyes. I completely fall apart, because in this moment of realizing I am saying goodbye, all the wonderful memories flood my brain. I just think about how much I'm going to miss someone, and how much there is to say, and how I can't say it all in just a couple minutes.

I had many thoughts about how to thank everyone. I have a lot of people to thank, and so much for which to be thankful. I want my colleagues and friends to know how much they are valued, and the traditional goodbye email didn't quite seem like enough. I don't think I can ever truly put it all into words...

During my tenure I have worked under six directors, six division administrators, and four different Governors' leadership in those twenty five years, and I am thankful to each for the unwavering support and the countless opportunities provided.

More so, I have worked with amazing people here; people who inspired me every day and challenged me to become the best that I can. My colleagues have made me laugh until I cried, and have picked me up when I needed a lift. Special thanks to those who offered encouragement when I felt lost, and whose belief in me never wavered. Thank you to those who worked through the toughest issues, on little sleep and a lot of stress. Your support and our team bonding was a source of strength. In a lot of different ways, I have experienced your kindness, and so today, please let me extend my heartfelt gratitude to all of you. The guidance I received from you, the encouragement, the comfort and above all, the friendship, helped me stay strong all these years. Just as the feeling of embarking on a new life is exciting; leaving all of you is equally disheartening.

It is a weak moment for me and, I would like to say, thank you all for everything that you gave me.

I wish all of you a very best of times and hope that you will have a bright and growing future.

Warm Regards,

David Urquidez, HRD Administrator



Dave's farewell celebration is being planned for the afternoon of Friday June 26th.
Save the date so that we can swing by and spend time reminiscing
before he heads into the sunset.

More information to follow, watch for the Invitation flyer.